

# What We Wish We Had Known



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# Know your Grant & the Monitoring Document

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- **Know your Grant! READ it ! READ it! READ it!**
- **Document EVERYTHING you do!**
- Make sure you are meeting your program hours, parent hours, additional activities.
- As soon as you leave this conference, begin making your monitoring visit folders.



File documents as soon as you get them.  
Do not let them pile up!



# Don't try to Re-invent the wheel!

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- Your grant mentor or monitoring reviewer has a wealth of resources to share with you!
- Very quick turnaround time...
- Adapt their forms to fit your needs.
- Learn from others!





# Get the Word Out!

- How do parents want information?
- Facebook Page
- School Website
- Email
- Text
- Honeywell
- Paper- Mail or student delivery





# Staffing

- How do you hire?
- Applications /Job description
- Provide them plenty of resources
- Make sure they KNOW the Grant
- Make sure they KNOW the Expectations
- Lesson Planning- Keep it simple, but accurate!





# SHOW me the Money!

## Spend Early!

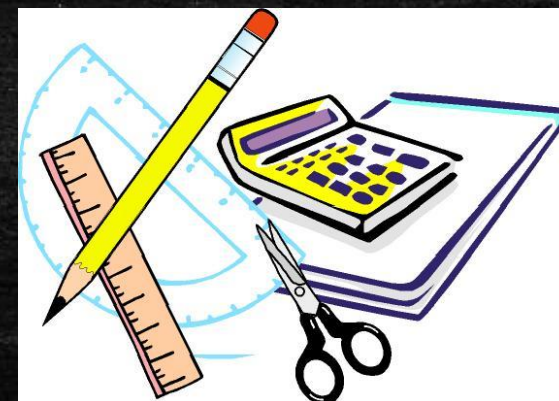
- Use Tracking Spreadsheet
- Make sure expenditures are allowable & aligned with grant

## Monitor Spending

- School Bookkeeper
- Accounts Payable

## Buy what you need!

- Supplies (Teacher & students)





# Don't be Afraid to Ask for HELP!

- Communicate often with the VDOE contact person in your region.
- Communicate with your mentor if you have been assigned one.
- If you do not have a mentor, reach out to other coordinators..
- Network here!!!



**KEEP  
CALM  
WE'RE  
HERE TO  
HELP**





# Data Collection

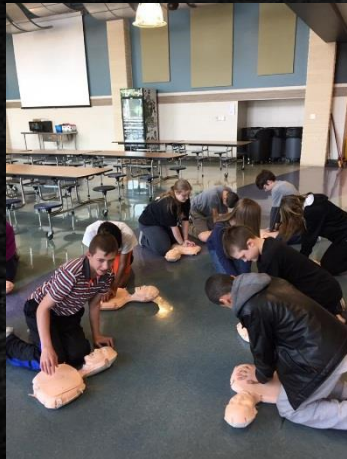


- Excel Spreadsheet
- Contains all required student for APR reporting.
- Credits go to: Sarah Plunitallo
- [bit.ly/21stCCLCdata](https://bit.ly/21stCCLCdata)



# Power of Partners

- Be prepared for Wonderful, Unexpected results!
- Know what you want/need them to do. Have a specific plan for your expectations. Communicate!
- Be open to Creative Ideas and New Opportunities





# BE Prepared for Changes.....



Staff Coverage

Location

Transportation Issues

Discipline

Student groupings

Listen to needs of students  
and staff



# Bragging Rights!



## SPLASH

21st CCLC\*\* Summer Institute in Philadelphia. [NOAA B-WET](#) grant coordinator, Bronwen Rice, [National Marine Sanctuary Foundation](#) coordinator, Natalie Ducharme-Barth, [U.S. Department of Education](#) Director of Academic Improvement, Sylvia Lyles, Boxerwood Educator, Hannah West, and [MRMS After School Program, FLOW](#) coordinator, Gloria Brown. We are already scheming about our next adventure!

\*Students Pursuing Learning and Adventure through STEM Happenings  
\*\*21st Century Community Learning Centers

[Maury River Middle School](#)  
[#21stCenturySTEM](#) [#STEM](#)  
[#CitizenScience](#)



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*Life is never stagnant.  
We strive to improve ourselves for both now and the future.  
~The River FLOWS*

